



MOTOR VEHICLE ACCIDENT FUND

**REQUEST FOR PROPOSAL
FOR**

**SUPPLY, INSTALLATION AND TESTING OF CORPORATE GYM
EQUIPMENT AT MVA FUND FRANCISTOWN OFFICE**

REFERENCE: RFP 04 -2026

ISSUE DATE: 25-08-2026

SUBMISSION DATE AND TIME: 22-09 -2026 AT 1500HRS

Motor Vehicle Accident Fund
Plot 50367, Fairground Office Park
Private Bag 00438
Gaborone
Botswana

Contact: Mr. Tshupo Mosweu or Mr. Oarabile Lechiile
Tel: +267 3188533
Fax: +267 3188124

Email: tmosweu@mvafund.bw or olechiile@mvafund.bw

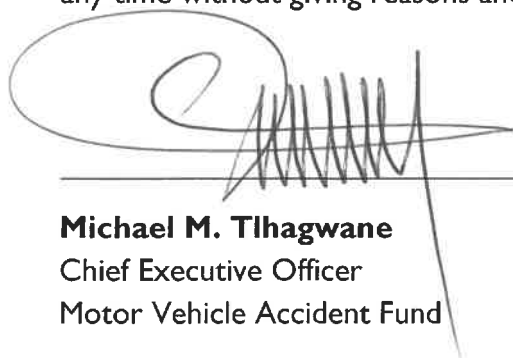
2 TENDERING PROCEDURES – TENDER NOTICE AND INVITATION TO TENDER

• MOTOR VEHICLE ACCIDENT FUND.
• Tender Reference No: RFP-04-2026
• Procurement Requirements: Supply, Installation and Testing of Corporate Gym Equipment at MVA Fund Francistown Office, Plot 44149 Francistown
• Sealed Tender offers are invited for the Supply, Installation and Testing of Corporate Gym Equipment at MVA Fund Francistown Office.
• The Procuring Entity/Organization is Motor Vehicle Accident Fund.
• Procurement Method is: Open Domestic Bidding
• Evaluation Method: Quality and Cost Combined
• Prescribed Reservation Schemes: 100% locally based citizen owned companies
• Tenders must be PPRA registered in the following codes: Code 211 (General Supplies) Sub code: 07 – Sports and Recreation Equipment, Spares and Accessories
• The Bid Submission Method is: Two Envelope Submission Method in which the sealed original and all the sealed copies of the Technical Offer are placed in one separate sealed envelope, whilst the sealed original and all the sealed copies of the Financial Offer are enclosed in another separate sealed envelope. The two sealed envelopes are then placed in one outer securely sealed envelope. • The name and address of the bidder should be clearly marked on the envelope.
• “Tender Reference No. RFP-04-2026 Supply, Installation and Testing of Corporate Gym Equipment at MVA Fund Francistown Office shall be delivered to the Tender Box at 3rd Floor, MVA Fund House, Plot 50367, Fairgrounds Office Park, Gaborone.
The physical address for collection of tender documents is 3rd Floor, MVA Fund House, Plot 50367, Fairgrounds Office Park, Gaborone. • Tender Fees: The tender is issued at a non-refundable fee of P150.00 VAT inclusive for youth owned companies in Botswana upon submission of proof of registration and P300.00 vat inclusive for other companies. • Alternatively, an EFT/deposit to the following banking details and presentation/email proof of payment upon collection of tender documents: ACCOUNT NAME: MVA FUND BANK: ABSA BANK ACCOUNT NUMBER: 3070588 BRANCH: GOVT ENCLAVE

CODE: 29 02 67 SWIFT CODE: BARCBWGX Reference: Tender-RFP-03-2026-Name of Company
• Site visit: A mandatory site visit is scheduled for 11th September 2026 at 10:00hrs in Francistown, MVA Fund House, Plot 44149, CBD, Off St Patrick Street.
• Queries or clarifications relating to the issuance of these documents may be addressed in writing no later than 5 days before the tender closing date to Mr. Tshupo Mosweu and Mr. Oarabile Lechiile Tel No. +267 3600100/ 3600118/ 3600191 or email tmosweu@mvafund.bw and olechiile@mvafund.bw OR procurement@mvafund.bw
• The closing date and time for receipt of sealed tender offers is on or before 1500hrs on 22nd September 2026.

The Tender Regulations and Procurement Procedures issued by MVA Fund apply to this procurement, for which all the applicable Tender Data is contained in the tender documents.

Notwithstanding anything in the foregoing, Motor Vehicle Accident Fund is not bound to accept the lowest or any tender offer. MVA Fund reserves the right to cancel the tender at any time without giving reasons and shall not be held financially liable for such cancellation.



Michael M. Tlhagwane
 Chief Executive Officer
 Motor Vehicle Accident Fund